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|   | **MUHAMMED****MUHAMMED.333118@2freemail.com** |



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|  | ObjectivesTo work with dedication, and contribute positively to the growth and success of the organization and thereby prove to be an asset to the organization.**Professional skills*** Handling Accounts
* Cash Flow preparation & Analysis
* Corporate Accounting & Bookkeeping
* Accounts Payable / Accounts Receivable Processes & Management
* Invoices/Expense Reports/Payment Transactions
* ERP & Financial System Technologies
* Preparation of monthly MIS Statements
* Customer handling and clientele services

 Professional Experience  **Total 2.5 years of work experience in the Finance and Accounts field.****1**.Worked as **Finance and Accounting** **Associate** at **Xerox Business Services India Private Limited**, Cochin, Kerala from May 2015 to September 2016.Xerox is a fortune 500 company which is one of the leading business processes outsourcing companies in the world. Xerox is a service provider of **General Motors (GM).**Designation : Finance and Accounting AssociateDepartment : GM PO SupportPlatform : SAP ECC6.0, ODM, GPS, DACOR and MS OfficeClient : General Motors.**Duties and responsibilities*** Working with a team of professionals who provides Finance and Accounting support to one of the US Based Clients (General Motors).
* To provide vendor account invoices and ensure timely payments.
* Authorize payment to the vendor with the buyer confirmation.
* Preparing of Direct Expense reports and financial statements to the management.
* Internal Audit observation, accuracy testing and reporting.
* Preparing vendor ageing report to identify the reasons for payment not released.
* Bank Reconciliation of Supplier accounts with invoice amounts.
* Maintaining and updating multiple accounts with different suppliers.
* Work allocation and co-ordination of invoice processing team.
* Monitoring and managing of processing queue in ODM.
* Mail handling and resolving the pending payment issues.

**2.** Worked as **Accounts Assistant**, at **ALKOR Ads and Event Management Private Limited,** Cochin from July 2012 to August 2013.**Duties and responsibilities*** Preparing financial statements (P&L, Balance sheet, etc.)
* Complies with federal, state, and local financial legal requirements by studying existing and new legislation and advising management on needed actions.
* Preparing quotations for clients and supporting them to create purchase order
* Inform clients about the progress of the work in a daily manner.
* Handling client issues effectively and efficiently until resolved.
* Follow-up with clients for on time payments
* Reconciling finance accounts and direct debits.

Education

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| **Qualification** | **College/ School**  | **University/ Board** | **Percentage of Marks** | **Year of Passing** |
| **MBA****( Finance and Marketing)** | Happy Valley Business School, Coimbatore | Anna University | 72% | 2015 |
| **BBA** | Lakshmi Narayana College, Ottapalam | Calicut University | 61% | 2012 |
| **HSC** | G.H.S.School, Cherpulassery | Kerala State Board | 60% | 2009 |
| **S.S.L.C** | T.R.K.H.S.School, Vaniyamkulam | Kerala State Board | 70% | 2007 |

Academic Projects* Done project report on the topic “To assess the market potential and acceptability of brand extension of Fastrack”
* Summer Internship entitled at STAR Plastics Private Limited, Thrissur for a Period of one month starting from 23-06-2014 to 25-07-2014.
* Project work on the topic of “Financial Performance Analysis” at P.K Industries, Wadakkanchery, Thrissur during the year 2011-2012
* Placement training report on the topic of “Organizational Study” at Kakkanat Ayurveda Asramam, Shoranur, Kerala during the year 2011.

Awards and Achievements* Actively participated and put extra efforts in the successful completion of PO Support - GMNA Transition from Jamaica, for Xerox Business Services India PVT Ltd
* Active participant in the team who won the best team performer award (Eagle squad ) for the year 2015, General Motors India.
* Active participant in the team who won the best team performer award (Eagle squad ) for the year 2016, General Motors North America.

Computer Knowledge* Proficient with MS Office, Visual Basic and Photoshop.
* SAP (Version R/3, ECC6)
* Tally ERP and SPSS

Extracurricular Activities* Conducted a market potential survey on behalf of PropbrowserInc, with an objective to assess the feasibility of a Shopping Mall at Walayar.
* Coordinated an event " Micro Tech Genius Hunt" at Ottapalam.

**Personal Vitae**Date of Birth : 16-10-1991Nationality : IndianLanguages known : Fluent in English, Hindi and MalayalamVisa status : Visit**Declaration**I hereby declare that the above furnished information is true, correct and complete to the best of my knowledge and belief. |